

THE MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
"Making a Positive Difference Through Education and Service"

VACANCY NOTICE

Vacancy Title: **SECRETARY (Student Services, 12 month position)**

Job Order Number: 409117

City: Fulton, Missouri

Section/Division: MISSOURI SCHOOL FOR THE DEAF

Salary: \$22,320 annually

Posting Period: June 22, 2016 - July 8, 2016

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

(Other qualifications and experience which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the below.)

High school diploma or GED equivalency required.

Experience in secretarial duties preferred.

PREFERRED QUALIFICATIONS

Proficiency in typing and computer input. Ability to learn various software programs.

Ability to supervise, schedule and coordinate appointments, and direct routine office work.

Ability to meet the public and provide routine information independently.

Thorough knowledge of spelling, punctuation and other communication skills.

Ability to meet the required American Sign Language competency level of Intermediate.

Ability to execute bookkeeping procedures.

Ability to use a variety of office machines.

Ability to establish and maintain effective and harmonious working relationships with students, staff and fellow employees.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.)

Types accurately from rough draft or plain copy at a working rate of speed.

Maintains clerical records and prepares reports.

Proficiently uses calculator and microcomputer equipment.

Maintains an organized filing system.

Answers telephone calls and opens incoming correspondence.

Meets the public. Acts as a receptionist for visitors in respective buildings.

Prepares orders for supplies and equipment.

Acts as receiving clerk for all supplies and equipment in respective buildings.

Maintains attendance records for employees and students.

May maintain accounting records.

May be responsible for special projects.

Performs related work as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at

<http://dese.mo.gov/sites/default/files/hr-employment-application.pdf>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS

ANNUAL LEAVE: Accrue approximately 10 hours per month for new school term employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue approximately 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS).

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) plan is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator-Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.